

Landlord Name: _____
Title: _____
Direct Phone No.: _____
Email: _____
Street Address: _____
City, State, Zip: _____

I, _____, the property owner/authorized property management
(property owner/authorized property management name)
company for _____ understand that
(tenant name & address)
payment is contingent on the provider agency's receipt of the following documents including, but not
limited to:

- a) Completed **W-9 tax form**.
- b) **Executed lease** with tenant applicant, or if there is no written lease, a cancelled check, evidence of funds transfer or other documentation of the last full monthly rent payment, and
- c) **Documentation of rent due** from tenant (e.g. ledger, etc.) or rent arrears attestation

I, _____, also agree to the following:
(property owner/authorized property management name)

- 1) Submission of an accurate and up-to-date ledger/record of tenant rental arrears (amount of rent and months in which unpaid rent is owed) inclusive of all tenant debts including associated fees and late charges.
- 2) The landlord or authorized property manager attests that all information provided is accurate, including the amount of rental arrears owed and does not duplicate a payment received from another program for the arrears as stated. The payment(s) received satisfy the tenant's full rental obligations for the time-period covered and the landlord agrees and acknowledges once the program has paid, the tenant's rent balance is zero through the final month covered.
- 3) The property owner or authorized property management company agrees that they will not pursue recovery of any late fees, charges, penalties or attorneys' fees for any period for which arrears assistance has been covered by the ERAP payment.
- 4) The property owner or authorized property management company agrees to not increase the monthly rent retroactively for the time-period covered by provider agency payment(s) and agrees to not raise the monthly rent for one year post provider agency payment. **This clause does not apply to income-based housing.
- 5) Upon notification of an award of assistance through this Program, the property owner or authorized property management company agrees that it will not pursue eviction based on non-payment of, nor seek a monetary judgment for, any amounts due and owing that accrued for the period of arrears listed on the Notice of ERA Eligibility Determination.
- 6) By applying for assistance through this Program, the property owner or authorized property management company agrees that it will not pursue eviction based on non-payment of rents while the ERA application is pending and through any appeal or review process, even if the rental unit is a holdover or the lease has expired.
- 7) Upon indicating its acceptance of payment of rent owed through this Program, the property owner or authorized property management company agrees not to evict based on the sole reason of expired lease or holdover tenancy any household on behalf of whom rental assistance is received for 12 months after the first rental assistance payment is received. This does not limit landlord's ability to evict tenants for nuisance behavior or safety issues

Property Owner/ Management Company Name (circle one): _____

Signature by property representative: _____ Date: _____